

Script Name	<b>Non-Profit Annual Submission</b>
Description	The purpose of this script is to test the ability to complete data entry for a Non-Profit annual submission.
Created By	Ben Lopez
Tested By	
Date Tested	
Prerequisites	Must be logged in as a Non-Profit Institution User with data entry role
Use Cases Covered	UC 9 Create Submission

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
	<b>Create Annual Submission</b>					
1	Select "Create FYE 07/30/2004 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Financial Statements". Immediately below the heading is the Institution name <Non-Profit School> and OPE ID <20000008>. The Name of the School is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields: 1. Indicate Period Audited (mm/dd/yyyy): - Begin Date: - End Date: - Reason if Less than 1 Year: 2. Review Auditor Information: - Records indicate your Current Auditor is: <Pricewaterhouse 11111111> - Is this information correct? (Yes/No) - Enter Auditor TIN:	INS09, INS19, INS20, INS21, INS23, INS25, INS28, SG33			
		3. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 4. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 5. What type of auditor's report was issued on the financial statements? - Select an Opinion Type (drop down list box) 6. Is a going concern explanatory paragraph included in the audit report? (Yes/No) 7. For internal control over financial reporting: - a) were material weaknesses identified (Yes/No)? - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 8. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No) 9. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation, Timely Return to Title IV Programs 10. Enter Financial Statement Data - Links to Statement of Financial Position and Statement of Activities The following buttons are available to the user: Cancel, Save and Save & Proceed				
2	Enter begin date <07/30/2003> and end date <07/30/2004>	Field accepts input				
3	Select <YES> for "Is this information correct?" in the Review Auditor Information section	Field accepts input				
4	Select <YES> for "Are your Financial Statements in accordance with GAAP?"	Field accepts input				
5	Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"	Field accepts input				
6	Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box	Field accepts input				
7	Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"	Field accepts input	INS22			
8	Select <YES> for "were material weaknesses identified?"	Field accepts input	INS24			

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
9	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input	INS24			
10	Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"	Field accepts input	INS28			
11	Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"	Field accepts input	INS26			
12	Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"	Field accepts input	INS26			
13	Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"	Field accepts input	INS26			
14	Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"	Field accepts input	INS26			
15	Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"	Field accepts input	INS26			
16	Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"	Field accepts input	INS26			
16A	Select "Save" button	System redisplay page and saves information				
17	Select the Home link from Top navigation	System displays the Institution Home Page	INS09			
18	Select the "Create Waiver Exemption Request sub	System displays the Waiver Exemption Request page	INS30, INS-HP01			
19	Click the Home link from Top navigation	System displays the Institution Home Page				
	Select "Create FYE 07/30/2004 Annual Submission" link	Financial Statements page displays as above				
20	<b>Complete Statement of Financial Position Data</b> Select "Statement of Financial Position" link	System displays the "Statement of Financial Position Data page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the heading "Statement of Financial Position Data". The page contains top navigation (eZ-Audit Home, Help, and Logout links) and a content area that contains the following text labels and data entry fields: Cash and Cash Equivalents, Restricted Assets, Accounts Receivable - Student, Accounts Receivable - Employee, Accounts Receivable - Related Parties - Secured, Accounts Receivable - Related Parties - Unsecured, Accounts Receivable - Other, Allowance for Doubtful Accounts, Net Accounts Receivable*, Prepaid Expenses, Inventories, Notes Receivable - Related Parties - Secured, Notes Receivable - Related Parties - Unsecured, Notes Receivable - Other, Contributions/Pledges Receivable, Student Loans Receivable, Property, Plant, and Equipment including capitalized lease assets, Accumulated Depreciation, Net Property, Plant, and Equipment including capitalized lease assets*, Bond Issuance Costs, Intangible Assets - net of amortization, Investments, Deferred Advertising/Marketing/Recruiting Costs, Interest in Trusts Held by Others, Other Assets, Total Assets*	INS27, INS71, INS72, INS73, INS75, INS77, INS78, INS80, INS81, INS83, INS84, INS86, INS87, INS89, INS90, INS92, INS93, INS95, INS96, INS98, INS99, INS101, INS102, INS104, INS105, INS107, INS108, INS110, INS111, INS113, INS114, INS116, INS117, INS118, INS119, INS120, SG33			
		Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Deferred Tuition, Lines of Credit, Current Portion of Long-Term Debt, Capital Lease Obligations, Long-Term Debt, Post Employment & Post Retirement Benefits, Minimum Pension Liability, Deferred Compensation, Liability Under Split Interest Agreements, Government Advances for Student Loans, Other Liabilities, Total Liabilities*, Unrestricted Net Assets, Split Interest Agreements and Term Endowments, Other, Total Temporarily Restricted Net Assets*, Permanently Restricted Net Assets, Total Net Assets*, and Total Liabilities and Net Assets*. Fields marked with an * above are calculated fields. Buttons available to the user are: Cancel, Calculate and Save & Proceed. Additionally, the following fields have a Comments text box next to them: Accounts Receivable - Other, Notes Receivable - Other, Other Assets, and Other				
21	Enter Cash and Cash Equivalents <1316947>	Field accepts input				
22	Enter Restricted Assets <100>	Field accepts input				
23	Enter Accounts Receivable - Student <0>	Field accepts input				

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
24	Enter Accounts Receivable - Employees <0>	Field accepts input				
25	Enter Accounts Receivable - Related Parties, Secured <0>	Field accepts input				
26	Enter Accounts Receivable - Related Parties, Unsecured <0>	Field accepts input				
27	Enter Accounts Receivable - Other <609562>	Field accepts input				
28	Enter Allowance for Doubtful Accounts <6851>	Field accepts input				
29	Enter Prepaid Expenses <0>	Field accepts input				
30	Enter Inventories <119236>	Field accepts input				
31	Enter Notes Receivable - Related Parties, Secured <100>	Field accepts input				
32	Enter Notes Receivable - Related Parties, Unsecured <100>	Field accepts input				
33	Enter Notes Receivable - Other <100>	Field accepts input				
34	Enter Contributions/Pledges Receivable <100>	Field accepts input				
35	Enter Student Loans Receivable <100>	Field accepts input				
36	Enter Property, Plant and Equipment, including capitalized lease assets <7634519>	Field accepts input				
37	Enter Accumulated Depreciation <1393079>	Field accepts input				
38	Enter Bond Issuance Costs <0>	Field accepts input				
39	Enter Intangible Assets, net of amortization <0>	Field accepts input				
40	Enter Investments <41909>	Field accepts input				
41	Enter Deferred Advertising/Marketing/Recruiting Costs <100>	Field accepts input				
42	Enter Interest in Trusts Held by Others <100>	Field accepts input				
43	Enter Other Assets <10921>	Field accepts input				
44	Enter Accounts Payable <305807>	Field accepts input				
45	Enter Refunds Payable <0>	Field accepts input				
46	Enter Student Deposits & Advances <0>	Field accepts input				
47	Enter Accrued Expenses <99206>	Field accepts input				
48	Enter Deferred Tuition <1031896>	Field accepts input				
49	Enter Lines of Credit <0>	Field accepts input				
50	Enter Current Portion of Long-Term Debt <100>	Field accepts input				
51	Enter Capital Lease Obligations <4373160>	Field accepts input				
52	Enter Long-Term Debt <100>	Field accepts input				
53	Enter Post Employment & Post Retirement Benefits <0>	Field accepts input				
54	Enter Minimum Pension Liability <100>	Field accepts input				
55	Enter Deferred Compensation <0>	Field accepts input				
56	Enter Liability Under Split Interest Agreements <100>	Field accepts input				
57	Enter Government Advances for Student Loans <100>	Field accepts input				
58	Enter Other Liabilities <0>	Field accepts input				
59	Enter Unrestricted Net Assets <2488913>	Field accepts input				
60	Enter Split Interest Agreements and Term Endowments <100>	Field accepts input				
61	Enter Other <34382>	Field accepts input				
62	Enter Permanently Restricted Net Assets <0>	Field accepts input				
63	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,964> Total Liabilities: <5,810,569> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,964> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS76			

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
64	Enter Restricted Assets <0>	Field accepts input				
65	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,864> Total Liabilities: <5,810,569> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,964> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS74			
66	Enter Contributions/Pledges Receivable <0>	Field accepts input				
67	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,764> Total Liabilities: <5,810,569> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,964> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS79			
68	Enter Notes Receivable - Related Party - Secured <0>	Field accepts input				
69	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,664> Total Liabilities: <5,810,569> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,964> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS82			

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
70	Enter Notes Receivable - Related Party - Unsecured <0>	Field accepts input				
71	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,564> Total Liabilities: <5,810,569> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,964> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS85			
72	Enter Notes Receivable - Other <0>	Field accepts input				
73	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,464> Total Liabilities: <5,810,569> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,964> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS88			
74	Enter Deferred Advertising/Marketing/Recruiting Costs <0>	Field accepts input				
75	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,364> Total Liabilities: <5,810,569> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,964> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS91			

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
76	Enter Long Term Debt <0>	Field accepts input				
77	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,364> Total Liabilities: <5,810,469> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,864> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS94			
78	Enter Student Loans Receivable <0>	Field accepts input				
79	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,264> Total Liabilities: <5,810,469> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,864> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS97			
80	Enter Interest in Trusts Held by Others <0>	Field accepts input				
81	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,164> Total Liabilities: <5,810,469> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,864> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS100			

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
82	Enter Current Portion of Long-Term Debt <0>	Field accepts input				
83	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,164> Total Liabilities: <5,810,369> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,764> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS103			
84	Enter Government Advances for Student Loans <0>	Field accepts input				
85	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,164> Total Liabilities: <5,810,269> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,664> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS106			
86	Enter Minimum Pension Liability <0>	Field accepts input				
87	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,164> Total Liabilities: <5,810,169> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,564> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS109			

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
88	Enter Liability Under Split Interest Agreements <0>	Field accepts input				
89	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,164> Total Liabilities: <5,810,069> Total Temporarily Restricted Net Assets: <34,482> Total Net Assets: <2,523,395> Total Liabilities & Net Assets: <8,333,464> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS112			
90	Enter Split Interest Agreements and Term Endowments <0>	Field accepts input				
91	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,164> Total Liabilities: <5,810,069> Total Temporarily Restricted Net Assets: <34,382> Total Net Assets: <2,523,295> Total Liabilities & Net Assets: <8,333,364> Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS115			
92	Enter Student Loans Receivable <200>	Field accepts input				
93	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are: Net Accounts Receivable: <602,711> Net Property & Equipment including capitalized lease assets: <6,241,440> Total Assets: <8,333,364> Total Liabilities: <5,810,069> Total Temporarily Restricted Net Assets: <34,382> Total Net Assets: <2,523,295> Total Liabilities & Net Assets: <8,333,364> Buttons displayed are: Calculate, Cancel and Save & Proceed.				
Complete Statement of Activities						



Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
94	Select "Save & Proceed" button	System saves Statement of Financial Position data entered and displays the "Statement of Activities" page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the heading "Statement of Activities Data" and "Change in Unrestricted Net Assets". The page contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following text labels and data entry fields: Tuition & Fees, Government Appropriations, Government Grants and Contracts, Private Gifts, Grants, and Contracts, Auxiliary Enterprises, Investment Income, Hospital Revenue, Other Income, Net Assets Released from Restrictions, Total Unrestricted Revenue*, Instruction Expense, Research Expense, Public Service Expense, Academic Support Expense, Student Services Expense, Institutional Support Expense, Auxiliary Enterprises Expense, Net Grant Aid to Students, Hospital Services, Other Expenses, Net Assets Released to Restrictions, Total Unrestricted Expenses*, Gain (Loss) on Discontinued Operations, Beginning of Year as Restated (if applicable), Unrestricted Net Assets at End of Year*. Fields marked with an * above are calculated fields. Buttons displayed are: Cancel, Calculate and Save & Proceed. In addition, the following fields have Comments text box fields next to them: Other Income, Other Expenses	INS31, INS32, INS33, INS35, INS36, INS38, INS39, INS41, INS42, INS44, INS46, INS48, INS49, INS51, INS52, INS54, INS55, INS57, INS58, INS60, INS61, INS63, INS64, INS66, INS67, INS69, INS70, SG33			
95	Enter Tuition & Fees <7072934>	Field accepts input				
96	Enter Government Appropriations <100>	Field accepts input				
97	Enter Government Grants and Contracts <100>	Field accepts input				
98	Enter Private Gifts, Grants, and Contracts <100>	Field accepts input				
99	Enter Auxiliary Enterprises <488509>	Field accepts input				
100	Enter Investment Income <40182>	Field accepts input				
101	Enter Hospital Revenue <100>	Field accepts input				
102	Enter Other Income <0>	Field accepts input				
103	Enter Net Assets Released From Restrictions <45188>	Field accepts input				
104	Enter Instruction Expense <2657580>	Field accepts input				
105	Enter Research Expense <0>	Field accepts input				
106	Enter Public Service Expense <0>	Field accepts input				
107	Enter Academic Support Expense <795421>	Field accepts input				
108	Enter Student Services Expense <1708568>	Field accepts input				
109	Enter Institutional Support Expense <1242882>	Field accepts input				
110	Enter Auxiliary Enterprises Expense <410076>	Field accepts input				
111	Enter Net Grant Aid to Students <100>	Field accepts input				
112	Enter Hospital Services <100>	Field accepts input				
113	Enter Other Expenses <0>	Field accepts input				
114	Enter Net Assets Released to Restrictions <0>	Field accepts input				
115	Enter Gain (Loss) on Discounted Operations <100>	Field accepts input				
116	Enter Gain (Loss) from Change in Accounting Principle <100>	Field accepts input				
117	Enter Extraordinary Gain (Loss) <100>	Field accepts input				
118	Enter Unrestricted Net Assets at Beginning of Year <1656627>	Field accepts input				
119	Enter Gain (Loss) from Correction of Error (100)	Field accepts input				
120	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,647,213> Total Unrestricted Expenses: <6,814,727> Change in Unrestricted Net Assets: <832,786> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,413>	INS45, INS47			
121	Enter Government Appropriations <0>	Field accepts input				
122	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,547,213> Total Unrestricted Expenses: <6,814,727> Change in Unrestricted Net Assets: <832,686> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,313>	INS 34			

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
123	Enter Government Grants and Contracts <0>	Field accepts input				
124	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,547,113> Total Unrestricted Expenses: <6,814,727> Change in Unrestricted Net Assets: <832,586> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,213>	INS37			
125	Enter Private Gifts, Grants, and Contracts <0>	Field accepts input				
126	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,547,013> Total Unrestricted Expenses: <6,814,727> Change in Unrestricted Net Assets: <832,486> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,113>	INS40			
127	Enter Hospital Revenue <0>	Field accepts input				
128	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,546,913> Total Unrestricted Expenses: <6,814,727> Change in Unrestricted Net Assets: <832,386> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,013>	INS43			
129	Enter Net Grant Aid to Students <0>	Field accepts input				
130	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,546,913> Total Unrestricted Expenses: <6,814,627> Change in Unrestricted Net Assets: <832,486> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,113>	INS50			
131	Enter Hospital Services <0>	Field accepts input				
132	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,546,913> Total Unrestricted Expenses: <6,814,527> Change in Unrestricted Net Assets: <832,586> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,213>	INS53			

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
133	Enter Extraordinary Gain (Loss) <0>	Field accepts input				
134	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,546,913> Total Unrestricted Expenses: <6,814,527> Change in Unrestricted Net Assets: <832,486> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,113>	INS56			
135	Enter Extraordinary Gain (Loss) on Discontinued Operations <0>	Field accepts input				
136	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,546,913> Total Unrestricted Expenses: <6,814,527> Change in Unrestricted Net Assets: <832,386> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,489,013>	INS59			
137	Enter Extraordinary Gain (Loss) from Change in Accounting Principle <0>	Field accepts input				
138	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,546,913> Total Unrestricted Expenses: <6,814,527> Change in Unrestricted Net Assets: <832,286> Unrestricted Net Assets at Beginning of Year as Restated <1656727> Unrestricted Net Assets at end of year: <2,488,913>	INS62			
139	Enter Extraordinary Gain (Loss) from Correction of Error <0>	Field accepts input				
140	Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Total Unrestricted Revenues: <7,546,913> Total Unrestricted Expenses: <6,814,527> Change in Unrestricted Net Assets: <832,286> Unrestricted Net Assets at Beginning of Year as Restated <1656627> Unrestricted Net Assets at end of year: <2,488,813>	INS65, INS68			
Complete Compliance Audit Info						

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
141	Select "Save & Proceed" button	System displays the "Compliance Audit Information" page. The page contains top navigation: - cZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields: 1a. Indicate the Title IV program(s) in which your institution participates: (Checklist) FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268 1b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No) 2. Indicate the Period Audited (MM/DD/YYYY) - Begin Date: - End Date: - Reason if Less than 1 Year:	INS09, INS12, INS13, INS14, INS16, SG34			
142		3. Review Auditor Information: - Records Indicate your Current Auditor Is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor's TIN 4. Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No). 5. Does the attached A-133 audit report indicate that this examination was conducted in accordance with: - Government Auditing Standards (Yes/No) - OMB Circular A-133 (Yes/No) 6. Type of Auditor's Report Issued on Compliance for Major Programs (Title IV only)(Dropdown box) - Unqualified, Qualified, Adverse, Disclaimer 7. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 8. Were there audit findings in the previous year's A-133 report? (Yes/No) 9. Does Institution utilize a Third Party Servicer? (Yes/No) Buttons displayed are: Cancel, Save and Save & Proceed.				
143	Select programs audited <PELL, FSEOG, FWS, FFELP>	Field accepts input				
144	Select <NO> for Student Financial Aid Cluster audited as a major program	Field accepts input				
145	Enter begin date <07/30/2003> and end date <07/30/2004>	Field accepts input				
146	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input				
147	Select <NO> for "Does A-133 report contain any findings?"	Field accepts input				
148	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"	Field accepts input				
149	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"	Field accepts input				
150	Select type of Auditor's Report as <ADVERSE>	Field accepts input				
151	Select <YES> for "were material weaknesses identified?"	Field accepts input	INS15			
152	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input	INS15			
153	Select <NO> for "Were there audit findings in the previous year's A-133 report?"	Field accepts input				

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
154	Select <NO> for "Does Institution utilize a Third Party Servicer?"	Field accepts input				
155	Select the School Name link	System displays the Institution Home Page	INS09			
156	Click the Back button	System returns the user to the Financial Statement Page				
157	<b>Complete Checklist</b> Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non-Profit Annual Submission Checklist". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains two sections with the following headings:(1) Are the following items included in the attachment of your A-133 report? and (2) Contact Information/ Additional Notes. Text labels displayed in Section 1 are: - Statement of Financial Position - Statement of Activities - Cash Flows Statement - Notes to Financial Statements - Schedule of Expenditures of Federal Awards - Corrective Action Plan	INS01, INS02, INS09, INS10, INS17, INS18			
158		- Schedule of Findings & Questioned Costs - Summary schedule of prior year audit findings - Independent Auditors Report - Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards - Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133 Section (2), Contact Information/ Additional Notes, contains: - A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact - Name - Email - Compliance Audit Contact - Name - Email - Enter any additional notes (text box) Buttons displayed on the page are: Cancel, Save and Save & Proceed.				
159	Select <YES> for Statement of Financial Position	Field accepts input				
160	Select <YES> for Statement of Activities	Field accepts input				
161	Select <YES> for Notes to Financial Statements	Field accepts input				
162	Select <YES> for Schedule of Expenditures of Federal Awards	Field accepts input				
163	Select <YES> for Corrective Action Plan	Field accepts input				
164	Select <YES> for Schedule of Findings and Questioned Costs	Field accepts input				
165	Select <NO> for Summary schedule of prior year audit findings	Field accepts input				
166	Select <YES> for Independent Auditor's Report	Field accepts input				
167	Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	Field accepts input				

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
168	Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	Field accepts input				
169	Leave all Contact Information blank	System opens new browser windows that displays static help text.				
170	Select "Save & Proceed" button	System displays an error message that the user did not enter information into the required fields: Financial Statements Contact Name, Financial Statements Contact Email, Compliance Audit Contact Name, Compliance Audit Contact Email	INS05			
171	Enter: "Ben Lopez" in Financial Statements Contact Name field		INS01, INS03			
172	Enter: "Ben@Lopez.com" in Financial Statements Contact Email field		INS01, INS03			
173	Enter: "Kevin Rowland" in Compliance Audit Contact Name field		INS02, INS04			
174	Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field		INS02, INS04			
175	Select the School Name link	System displays the Institution Home Page	INS09			
176	Click the Back button	System returns the user to the Financial Statement Page				
<b>Upload Attachments</b>						
177	Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Non- Profit Annual Submission File Upload ". Immediately below the heading is the Institution name <Non-Profit School> and OPEID <20000008>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields are indicated with an asterisk. Selecting "All" satisfies all required fields.	INS03, INS04, INS09, INS124, INS125, INS126, INS127			
178		Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button. There are also Cancel, Save, and Save and Proceed buttons.				
179	Select the School Name link	System displays the Institution Home Page	INS09			
180	Click the Back button	System returns the user to the Financial Statement Page				
181	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
182	Select file to upload <A133NP.pdf>					
183	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
184	Select "All"	Field accepts input				
185	Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.				
<b>Submit</b>						

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
186	Select "Save & Proceed" button	<p>System displays the "Submit" page.</p> <p>The page contains top navigation: eZ-Audit Home, Help, and Logout.</p> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> <li>- Financial Statements</li> <li>- Compliance Audit</li> <li>- Completeness Checklist</li> <li>- Upload Attachments</li> <li>- Submit.</li> </ul> <p>The contents area of the page has the heading "Non-Profit Annual Submission Submit".</p> <p>Immediately below the heading is the Institution name &lt;Non-Profit School&gt; and OPEID &lt;20000008&gt;. The School Name is also a hyperlink to the Institution's Profile Page.</p> <p>The page then contains the following text:</p> <p>"By selecting to submit, the information you have entered on these pages will be sent to the Department of Education.</p> <p>Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.</p> <p>Once submitted, you will only have read access to the data.</p> <p>REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.</p>	INS09, INS122, INS123			
187		<p>By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.</p> <p>By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it."</p> <p>Button displayed is: Submit to ED.</p>				
188	Select the School Name link	System displays the Institution Home Page	INS09			
189	Click the Back button	System returns the user to the Financial Statement Page				
190	Select "Submit to ED" button	<p>System displays the "Institution Home" page with the following text message displayed below the heading:</p> <p>Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.</p> <p>Also displayed in the "Notifications" section is the following: Your Fiscal Year End 07/30/2004 annual submission was received on MM/DD/YYYY &lt;today's date&gt; at HH:MM:SS &lt;time of submission&gt;. Review of your submission has not yet started.</p>				
191	Select the "Logout" button	System displays the "Logout" page with the following text message displayed: "Thank you for using eZ-Audit, you have been logged out." Also displayed is a hyperlink allowing the user to log back in.				